

## Request For Qualifications

Department of General Services  
Real Estate Services Division  
Project Management Branch

The Department of General Services (DGS), Real Estate Services Division (RESD), Project Management Branch (PMB) is requesting Statements Of Qualifications (SOQ) from Construction Project Management Services consulting firms for the project listed below.

CONSTRUCTION PROJECT MANAGEMENT FOR CALIFORNIA SCIENCE CENTER - PHASE II  
CALIFORNIA SCIENCE CENTER  
EXPOSITION PARK  
LOS ANGELES, LOS ANGELES COUNTY, CALIFORNIA  
RESD-PMB AD 2001-49

### **SCOPE OF SERVICES**

The Firm shall provide professional Construction Project Management (CM) services. "Construction Project Management" means those services provided by a licensed architect, registered engineer, or licensed general contractor which meet the requirements of Government Code Section 4529.5 for management and supervision of work performed on state construction projects. The responsible party shall be an architect or engineer licensed to practice in the State of California, or a general contractor licensed in the State of California, and all work shall be performed under and approved by a licensed design professional. Services may be required during the following phases: preliminary plans, working drawings and bidding, and construction.

Project delivery method will be "design-bid-build" using State procedures.

Contract duration is listed in the advertisement.

The Consultant(s) will be selected on the basis of written responses to the Request For Qualifications (RFQ) and an oral interview.

### **PROJECT DESCRIPTION**

The project is the construction of a new addition to the California Science Center in Exposition Park, Los Angeles. The addition will be approximately 160,000 gross square feet (4 stories plus basement) and will incorporate science exhibits with live aquatic and terrestrial animal exhibitry/habitats, plus life-support, building service, and office facilities. Project includes site improvements, tenant improvements, exhibitry, and FF&E (furniture, fixtures, and equipment). Consultant team shall have experience in construction project management for the design and construction of facilities of similar size and complexity, with emphasis on projects with life support and live exhibitry components.

CM responsibilities during Preliminary Plan Phase will include, but not be limited to, review of design documents for completeness, meeting project cost budget, constructibility, bid-approach, errors/omissions, and overall coordination between plans and specifications; review of Architect/Engineer cost estimate to validate the findings; conduct a value-engineering program to maximize the value to the state; and other project management services needed by the scope of the project.

CM responsibilities during Working Drawing Phase will include, but not be limited to, providing a quality assurance review and reporting for the following project components: construction documents, constructibility, value engineering, construction cost estimate and project schedule; and other project management services needed by the scope of the project. During Bidding, services will include bidder's interest campaign, pre-bid conference, review of addenda, assistance in preparation and bidding of bid packages, and possible pre-qualification of bidders.

CM responsibilities during Construction Phase/Construction Support Phase will include, but not be limited to, on-site monitoring of construction, quality assurance review and reporting for the following project components: contract submittals, RFI's, review and negotiation of Change Orders, construction activities, project costs, project schedule analysis, construction disputes, post-construction claims, construction contract compliance, FF&E coordination, move/relocation consulting, and other project management services as needed by the scope of the project.

The estimated cost of construction is \$60,000,000.

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### **MINIMUM REQUIREMENTS**

Firms who are interested in providing professional services for this contracting opportunity shall submit the following information.

Submittals will be scored only upon receipt of the following minimum criteria, which are mandatory:

Submit two (2) sets of:

- Letter of Interest that includes the **Legal Name** and **Federal Identification Number** of the firm.
  - Federal Forms 254 and 255 for the firm and Federal Form 254 for any proposed sub-consultants.
  - Firm's professional architectural or engineering license number and/or copy of license.
  - A written statement of the firm's qualifications that is responsive to the selection criteria described below.
  - Disabled Veteran Business Enterprises (DVBE) compliance forms.
- IMPORTANT:** Please see enclosure, "Disabled Veteran Business Enterprise Participation Requirements."  
**Compliance will require immediate action on the part of the Firm.**

Documents shall be received no later than **August 28, 2001 5:00 PM**

Documents shall be submitted to:

Department of General Services  
Real Estate Services Division  
Project Management Branch  
1102 Q Street, Suite 5100  
Sacramento, CA 95814-6548  
Attention: Bettie Tsuda

**Facsimile (FAX) submittals will not be considered.**

### **SELECTION CRITERIA**

1. Professional experience of the firm in relation to the work to be performed.
  - List each person with their role and office location for all staff identified as a part of this proposal.
  - Identify staff of sub-consultants similarly but separately.
2. Professional experience of the principals to be assigned to the project.
  - List the Principals to be assigned to and involved with the project.
3. Professional experience and training of key personnel.
  - list staff education, certification and training.
4. Demonstrated competence and specialized experience of firm.
5. Nature and quality of completed work.
6. Reliability of firm and continuity of proposed firm's staff and sub-consultants with firm.
7. Firm's workload and demonstrated ability to meet schedules.
8. Location of firm office(s) for project coordination and services.
9. Demonstrated expertise and experience in construction project design review and evaluation.
10. Demonstrated expertise and experience in project scheduling, value engineering, and cost-benefit analysis.
11. Demonstrated expertise and experience in bid evaluation, general management, and administration of construction projects.
12. Demonstrated expertise and experience in construction claims prevention, review, and negotiation.

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13. Demonstrated expertise and experience with energy efficiency and sustainable building design measures, including "green building design" features, materials, and products.

Firm team shall be comprised of all disciplines necessary to effectively manage the project including, but not limited to, construction project management, cost estimating, scheduling, and move coordination. Team shall be experienced with designs of similar nature.

Firms shall respond in writing indicating how they believe their qualifications fulfill the requirements of these criteria.

### **CONTRACT ADMINISTRATIVE PROCESS**

Firms will be selected on the basis of written responses to this Request for Qualifications (RFQ) and an oral interview.

Submittals will be evaluated and scored based upon the above selection criteria for those firms who have complied with the minimum qualification requirements.

At least three firms with the highest scores will be selected for the "short list". These firms will be invited for an interview and asked to make an oral presentation on their firm and its qualifications and experience. The interviews are tentatively scheduled to take place at the Science Center on Monday, September 17, 2001.

Upon completion of all interviews, the firms will be rated in order of preference – 1, 2, 3, etc. The number one firm will be asked to submit a fee proposal. The PMB will attempt to negotiate a fee for services. In the event that a satisfactory agreement cannot be negotiated, the PMB will terminate negotiations with the firm and begin negotiations with the next ranked firm and so on. After successful negotiations, a contract will be awarded and executed.

The State reserves the right to terminate the selection proceedings at any time.

A 10 percent retention will be held for all progress payments made to Consultant. When the estimated amount to be retained exceeds ten thousand dollars (\$10,000), and the retention continues for a period of 60 days beyond the completion of phased services, upon written request and at the expense of the Consultant, the State will pay the retentions earned directly to a state or federally chartered bank in this state, as the escrow agent. (California Public Contract Code section 6106.5). See California Public Contract Code section 6106.5 (e) for further requirements pertaining to sub-consultants.

The State encourages Small Business Enterprises to apply. If you believe your company or your sub-consultant qualifies as a small business firm, you may log onto <http://www.pd.dgs.ca.gov/osbcr/sbcert/sbcert.htm> for more information. Please note that no preference in the qualifications category can be given to Small Business firms under the contracting law set up for Architectural and Engineering contracts.

All technical questions should be directed to (916) 322-1856. Questions related to this Request for Qualifications, the contents of the Statement of Qualifications, or related administrative matters should be faxed to the A&E Contracts Officer at (916) 327-9138.